



Missouri Department of Natural Resources

Public Drinking Water Program

Drinking Water State Revolving Fund

FY2005 Applications and Instructions

Application Deadline: Nov. 15, 2003

**DRINKING WATER
STATE REVOLVING FUND (SRF)**

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MISSOURI DRINKING WATER FINANCING PROGRAMS

INTRODUCTION

The Public Drinking Water Program (PDWP) helps ensure that Missourians drink from public water supplies that meet current health standards. The program helps prevent health risks by monitoring more than 100 chemicals, certain bacteria and radiological contaminants that could cause acute sickness, or long-term or chronic health effects. The mission of PDWP is to assure that public water systems provide safe and adequate drinking water.

A federally subsidized, low-interest, leveraged-loan program, known as the State Revolving Fund program, is available through the Financial Services Section of the Water Pollution Control Program (WPCP). A municipality or water district desiring to build, expand, or improve their drinking water facility can borrow money from the fund after voting General Obligation or Revenue bonds to secure their proposed debt.

Bonds are purchased and resold nationally by a sub-unit of the department known as the Environmental Improvement and Energy Resources Authority (EI ERA). At present, the EI ERA bonds are rated as AAA. Funds generated by the sale of the bonds are deposited with a trustee bank in the applicant's name and are used for construction. The chart entitled Comparing "The Costs of Doing Business", found on page DW-17, illustrates an example of the savings to a borrower that are possible when the SRF is used instead of conventional bond funding.

Additionally, the charges paid by local citizens of a water district or customers of a municipal water utility can be substantially lower when SRF funding is used compared to conventionally financed construction. To date, the SRF and related department programs have financed in excess of \$135 million worth of drinking water construction.

The Missouri Department of Natural Resources, in cooperation with the Safe Drinking Water Commission, and the Environmental Improvement and Energy Resources Authority, is accepting loan applications for drinking water project financing programs. The programs available are:

- State Revolving Fund (SRF) Leveraged Loans and interim direct loan;
- State Direct Loan Program for applicants who do not meet the eligibility criteria of a Leveraged Loan; and
- Small Borrower Direct Loan Program.

Applications must be postmarked by November 15, 2003. Additional information regarding application procedures can be found on pages DW-2 and DW-3.

BACKGROUND

On August 6, 1996, President Clinton signed into law the Safe Drinking Water Act Amendments of 1996 (P.L. 104-182). Section 1452 of this Act authorizes the Administrator of the U.S. Environmental Protection Agency (EPA) to establish a Drinking Water State Revolving Fund (DWSRF) program. EPA makes capitalization grants to each state for the purposes of establishing a perpetual Drinking Water Revolving Fund (DWRF). The DWRF provides financial assistance to public water systems for costs of infrastructure needed to achieve or maintain compliance with Safe Drinking Water Act (SDWA) requirements, to protect the public health and to allow states to carry out prevention program.

GENERAL INFORMATION

The programs are available to municipalities, counties, public water districts, political subdivisions, and instrumentalities of the state. To participate in the loan programs, your project must appear on the Drinking Water SRF Intended Use Plan fundable list.

Project proposals must be submitted to the Missouri Water and Wastewater Review Committee (MWWRC) using the forms found in Appendix 2 of this packet (**Appendices are located at the end of the Clean Water Section**). When the review is completed and the MWWRC has made its recommendation, an application will be forwarded to the applicant. The applicant can then submit a completed application which must be postmarked or faxed by November 15, 2003 to be eligible for and included in the next Intended Use Plan. Applications are reviewed by the department to determine applicant and program eligibility. This determination is based on the size of the community, projected user charge after project completion, and the financial capability and history of the community.

Projects will be awarded "Priority Points" in accordance with the DWSRF loan Priority Point Criteria. Priority Point criteria are subject to annual public review and commentary. Revision of Priority Point criteria is approved by the Safe Drinking Water Commission at least 60 days prior to the annual application deadline. The Priority Points are used to determine the order in which project funds will be distributed. A project with high Priority Points will be funded before one with a lower Priority Point total.

Applicants that do not have high enough priority points to be on the fundable list, but are still able to meet the eligibility requirements will be placed on a contingency list. If an applicant on the fundable list drops out or does not use all of its identified funds, the applicant with the highest priority points on the contingency list will be moved to the appropriate fundable list. Applicants ineligible for a loan at this time, will be listed on the IUP's "Loan Applicants Unable to Meet Eligibility Requirements."

Applications are good for two years. If your project was carried over from the 2002 Intended Use Plan, you will need to reapply to be included in the next IUP. If you completed a new application for 2003 Intended Use Plan, you need not reapply unless the project costs or scope should be updated.

However, a partially funded project does not necessarily need to reapply, please contact the SRF coordinator of your project to find out if reapplication is necessary.

LEVERAGED LOANS FOR CONSTRUCTION OF PUBLIC DRINKING WATER SYSTEMS

This program is made available in cooperation with the Missouri Department of Natural Resources and the Environmental Improvement and Energy Resources Authority (EIERA).

SRF Leveraged Loan program provides financing at approximately one half the market rate and finances 100 percent of eligible planning, design, and construction. Loans with a maximum 20-year repayment term from completion of first contract and subsidized interest rates will be made available to eligible applicants meeting the minimum credit criteria. Every effort will be made to encourage participation in the leveraged loan program due to the limited amount of funds available under other state programs. As construction costs are incurred, state and federal funds are deposited into a reserve account in an amount equal to 50 percent of cost. Interest earned on the reserve is credited to the interest portion of the debt service charge on the bonds thereby providing the interest subsidy to the recipient.

INTERIM DIRECT LOAN PROGRAM

For the purpose of accelerating a project, applicants on the leverage loan fundable list are eligible for the DWRF Interim Direct Loan Program. The direct loan will be paid in full upon origination of the leveraged loan.

STATE DIRECT LOAN PROGRAM

The State Direct Loan Program is available to applicants who do not meet minimum financial criteria for a leveraged loan. Through this program the department may make direct loans to public water systems by purchasing general obligation bonds, revenue bonds, short-term notes or other acceptable debt obligation for planning, design or construction of any eligible project. Financing at lower than market rates, is very similar to that of the leveraged loan program. One hundred percent of eligible planning, design, and construction may be financed. Loans are made with a maximum 20-year repayment term.

Eligible systems include public water supply districts and rural community water systems located in Missouri.

SMALL BORROWER DIRECT LOAN PROGRAM

This program is currently available only to communities or public water districts of less than 1000 population or service area. Revenue or general obligation bonds are not required to participate. Qualifying communities or public water districts may be considered for a direct loan for drinking water system improvements for up to \$100,000 with a maximum 20-year repayment term. In addition to providing financial assistance, this program is geared toward helping communities and water districts become familiar with the SRF loan programs.

Procedures for Participating in the Programs

If you wish to be considered for a loan for public water financing, your first step is to complete a Missouri Water and Wastewater project proposal form and submit it and other necessary documents to one of two agencies listed in Appendix 2 of this packet (***Appendices are located at the end of the Clean Water Section***). An application for the appropriate funding agency will be forwarded to you once your funding options are evaluated by the Missouri Water and Wastewater Review Committee (MWWRC). If you are recommended for a DWSRF loan provided through the department, you must apply by 15 November of the fiscal year for which you are requesting funding. Therefore, it is important that the MWWRC proposal form be submitted well ahead of the 15 November deadline. In order to make the deadline an applicant would need to submit their documents to the review committee by September 30th. Additional details about the review process and required documents can be found in Appendix 2 of this packet.

If you qualify for a SRF leveraged loan, department staff and representatives from EIERA's financing team will call on you to arrange your participation. Later, usually during the plan and specification development phase of your project, you will be asked to submit a separate EIERA Request for Financing (EIERA application). The EIERA will make the final determination for approval of the issuance of the SRF bonds on behalf of your project.

In addition to the items outlined in Appendix 2 (**Appendices are located at the end of the Clean Water Section**), applicants for DWSRF programs must provide the following:

1. A completed application form provided by the department;
2. Documentation that they have a chief operator certified at the appropriate level or expect to have prior to loan origination;
3. Documentation that they have an emergency operation plan or expect to have prior to loan origination;
4. Any additional information requested by the department for priority point award or project evaluation;
5. Any additional information requested by the department to determine the applicant's compliance history and technical, managerial and financial capacity as required under the federal SDWA; and
6. The department may request additional information.

WHOM TO CONTACT

If you have any questions regarding the Drinking Water State Revolving Fund, Leveraged Loan, or Interim Direct Loan Programs, please direct them to Steve Jones or Breck Summerford at the Public Drinking Water Program, (573) 751-5331. If you have any questions regarding the Drinking Water State Direct Loan program or Small Borrower Direct Loan Program, please direct them to Shannon Pinkerton of the Public Drinking Water Program, (573) 751 – 5331. If you have questions about the financing schedules and project submissions, after it appears on the DWSRF Intended Use Plan, please contact Jerry Smith at (573) 522-2551 or Mary Clark at (573) 571-6680 in the Financial Services Section of the Water Pollution Control Program.

ADDITIONAL ASSISTANCE

City and county governments and public water districts may have an opportunity to reduce annual energy costs and save money through an energy efficiency loan program administered by the Missouri Department of Natural Resources' Energy Center.

These loans are separate from the DWSRF loan and can further help implement projects by developing strategies to maximize energy efficiency. Funds are available to any energy-consuming facility or building owned and operated by a local government, including drinking water distribution and treatment systems. The loans are repaid from savings generated by energy efficient capital improvement projects. Loan rates are at a fixed interest rate below market value. Energy projects that pay back their cost may consist of one or more improvement measures (such as the installation of energy-efficient pumps, etc.).

A separate application is required to participate in this program. The Energy Loan Program Information Packet is available "on-line" from <http://www.dnr.state.mo.us/energy/financial>, or you may contact David Harrison at (573) 751-7057 for more information on eligibility, length of payback, and interest rates.

The Missouri Drinking Water State Revolving Fund (SRF)

Questions and Answers

FINANCING PUBLIC DRINKING WATER SYSTEMS THROUGH THE DRINKING WATER STATE REVOLVING FUND

- Q. Why was the Drinking Water State Revolving Fund program established?
- A. The Drinking Water State Revolving Fund (DWSRF) program was established to assist public water systems with financing the costs of infrastructure needed to comply with Safe Drinking Water Act (SDWA) requirements to protect the public health, allow states to carry out prevention programs and household affordability.
- Q. Who is responsible for administering the Missouri Drinking Water State Revolving Fund Program?
- A. In order to receive the federal capitalization grants necessary to establish a SRF program, EPA delegated responsibility for administering the SRF to a state agency. In Missouri, the responsibility was delegated to the Missouri Department of Natural Resources.
- Q. What projects are eligible for SRF funding?
- A. Funding will be made available to finance the costs of planning, design, construction, and in some limited cases, land cost attributed to the project of public water systems. Ineligible costs may include maintenance and operation expenditures, and projects needed primarily for fire protection or to serve future growth. Eligible projects must fall into one or more of the following categories:
- Construction or upgrading of treatment facilities;
 - Replacement of contaminated sources and substandard wells with new groundwater sources;
 - Installation or upgrade of disinfection facilities;
 - Consolidation and interconnection of systems to address capacity development;
 - Planning and engineering associated with eligible projects;
 - Replacement of aging infrastructure;
 - Transmission lines and storage;
 - Distribution system replacement, rehabilitation, upgrade, or installation;
 - Installation of meters, valves, and flushing devices;
 - Refinancing eligible projects where debt was incurred after July 1, 1993;
 - Land and easements integral to a DWSRF eligible project obtained from willing sellers;
 - Other projects necessary to address compliance, public health and affordability issues,
 - Security measures (except monitoring and guards).

Q. How will projects be evaluated?

A. Projects will be evaluated and prioritized in accordance with (DWSRF) Priority Ranking Criteria. The purpose of the criteria is to list eligible projects in priority order. The most serious problems are given a higher priority. Priorities are based on protection of public health, compliance with the SDWA, and household affordability.

Q. How will participation in the DWSRF Program help my community?

A. The DWSRF program provides substantial interest savings over conventional market rate financing. Participation in the DWSRF can dramatically reduce your community's annual debt service and interest costs. These savings will translate into lower costs for system users.

Q. What is the operating philosophy behind Missouri's DWSRF Program?

A. In operating its DWSRF Program, Missouri has several main objectives. The first is to maximize Missouri's use of federal capitalization grant funds by encouraging wide participation in the DWSRF program. The second is to provide as much funding, both from federal capitalization grants and from state revenue sources, to as many communities as possible in order to enhance drinking water quality in the state.

Q. How does my community apply for participation in the DWSRF program?

A. Submit a completed Missouri Water and Wastewater Review Process Application. Following their review, the Missouri Water and Wastewater Review Committee (MWWRC) will recommend the appropriate state or federal agency or agencies from which to seek financial assistance. After receiving an invitation to apply to the DWSRF program, a completed DWSRF application form must be submitted to the Missouri Department of Natural Resources. The application must be postmarked or faxed on or before November 15, 2003. Those public water systems submitting applications by this deadline will be considered for the upcoming fiscal year. However, we will continue to collect late applications and list them on a contingency list in priority point order as long as the application is included in the public hearing process.

Q. When should design of my DWSRF project begin?

A. Once the project is shown as fundable on the Intended Use Plan (IUP), the public water system should contact department concerning the procurement of engineering services. The selected engineer should develop and submit for review an engineering report. It should discuss the drinking water problems, possible solutions, the cost associated with each solution and a recommendation. **The public water system must be sure that this document is submitted and approved by the department prior to authorizing development of detailed plans and specifications.**

FUNDING PUBLIC DRINKING WATER SYSTEMS THROUGH THE DWSRF LEVERAGED LOAN PROGRAM

- Q. What is the Missouri Drinking Water State Revolving Fund – leveraged loan program?
- A. The Missouri Drinking Water State Revolving Fund Leveraged Loan Program is a revolving loan fund established in accordance with the Safe Drinking Water Act Amendments signed into law on August 6, 1996. It was developed by the Missouri Department of Natural Resources and the State Environmental Improvement and Energy Resources Authority, in cooperation with the Missouri Safe Drinking Water Commission and the Missouri Clean Water Commission, and provides subsidized low interest rate loans to qualifying applicants.
- Q. How does the Missouri Drinking Water State Revolving Fund leveraged loan program work?
- A. The Missouri Drinking Water State Revolving Fund leveraged loan program is a subsidized low interest loan program. Communities and public water districts must vote General Obligation and/or Revenue bonds to secure the applicant's debt. Private systems must issue bonds or notes after securing an allocation under the state's private activity cap. These bonds are purchased by EIERA as security for bonds issued by the authority, which are marketed nationally. The authority bonds are presently rated AAA by Fitch IBCA, Inc. and Aaa by Moody's Investors Service. Funds generated from the sale of the bonds are deposited with a trustee for the benefit of the applicant and are used for construction. As construction costs are incurred, state and federal funds are deposited into a reserve account in an amount equal to 50 percent of the construction cost. Interest earned on the reserve is credited to the interest portion of the debt service charge on the bonds thereby providing the interest subsidy to the recipient.
- Q. Is this the only reserve providing benefits to the participant?
- A. Several interest earning reserves or accounts are established under the program. All deposits are collateralized and all interest earnings are credited to the interest portion of the debt service charge on the bonds.

- Q. What will be the cost of SRF financing for a community?
- A. Currently, SRF interest rates are approximately 50 percent of the market rate plus a 0.5 percent administrative fee on the outstanding bond balance for a 20 year financing. This structure produced a net cost of borrowing of 2.98 percent in April 2001. Additionally, communities will be responsible for other direct costs to participate such as application fees and local and program costs of issuance, (i.e., financial advisory underwriting and legal expenses. The underwriting costs of issuance will vary depending upon several factors, including the number of participants in the program at the time of the financing. Underwriting as well as local and program costs of issuance may be financed through the program. The administrative fee and a small trustee fee are paid from water system revenues on an annual basis.
- Q. What is a Finding of No Significant Impact (FONSI)?
- A. A FONSI is an assessment of a project's potential impact on the environment. It states that in the opinion of the Missouri Department of Natural Resources no significant impact to the environment is evident. Department staff will prepare the FONSI and it will be issued by the department's Program Director. Before this can be done, an environmental information document prepared by the applicant in accordance with guidance developed by the department must be submitted. This document contains all the required clearance letters from the appropriate state and federal agencies. Construction of the project cannot begin until a FONSI has been issued if the applicant is going to use federal funds. The FONSI will be published by the department and released to the public for a 30 day public comment period before it is issued.

To receive additional information on the SRF leveraged loan program please contact Jerry Smith at (573) 522-2551 or Mary Clark at (573) 751-6680.

FUNDING PUBLIC DRINKING WATER SYSTEMS THROUGH THE DWSRF STATE DIRECT LOAN PROGRAM

- Q. Who is eligible to apply for the direct loan program?
- A. Public water supply districts and rural community water systems that do not qualify for the DWSRF Leveraged Loan program. However, eligibility to apply does not guarantee assistance or eligibility for assistance.
- Q. How will the direct loan work?
- A. The community must have a successful bond issue. The department will purchase the city's revenue or general obligation bonds and provide a below market interest rate.
- Q. What will the interest rate for a direct loan be?
- A. The interest charged by the department will be essentially the same interest rate currently being charged to the leveraged loan recipients, see page DW-3.
- Q. What are the additional costs to participate in the direct loan program?
- A. The department will charge a small annual administration fee just as in the leveraged loan program. The recipient must also fund a debt service reserve and compensate the paying agent and bond counsel for their services.

To receive additional information on the direct loan program please contact Jerry Smith at (573) 522-2551 or Mary Clark at (573) 571-6680.

**FUNDING PUBLIC DRINKING WATER SYSTEMS THROUGH
THE PROPOSED DWSRF BORROWERS DIRECT LOAN PROGRAM**

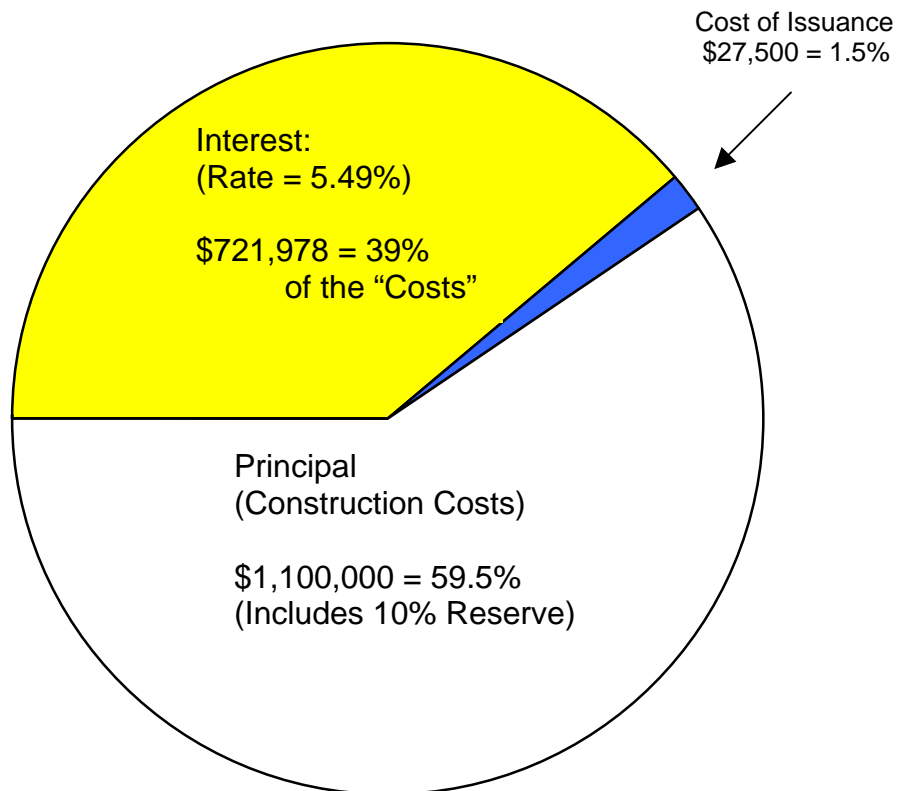
- Q. Who will qualify for the Small Borrower Direct Loan Program?
- A. A community or public water district of less than 1000 population or service area may be considered for a direct loan for water or wastewater system improvements for up to \$100,000. Applicants wishing to participate in the Small Borrower Direct Loan Program should indicate this in their application.
- Q. Are revenue or general obligation bonds required?
- A. No. Revenue or general obligation bonds are not required to participate. Recipients will have limited access to the program after the initial loan.
- Q. What will the interest rate for a Small Borrower Direct Loan be?
- A. The interest rate charged by the department will be very similar to that charged in the Leveraged Loan Program, see page DW-3.
- Q. What are the costs associated with participation in the Small Borrower Direct Loan Program?
- A. In addition to the interest charges there will be a small annual administration fee.

To receive additional information concerning this program, please contact Jerry Smith at (573) 522-2551 or Mary Clark at (573) 571-6680.

Missouri Drinking Water State Revolving Fund
Comparison of Benefits

COMPARING "THE COSTS OF DOING BUSINESS"

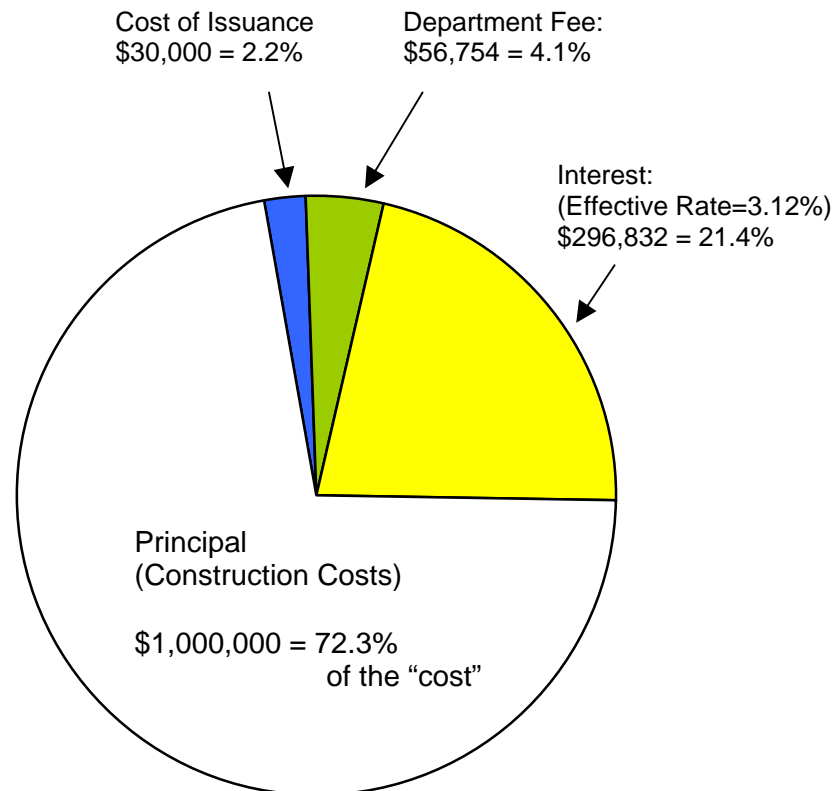
Borrowing \$1,000,000/20-Year Term



\$1,849,478

Conventional Costs

"A" Bond Rating



\$1,363,586

DWSRF Costs

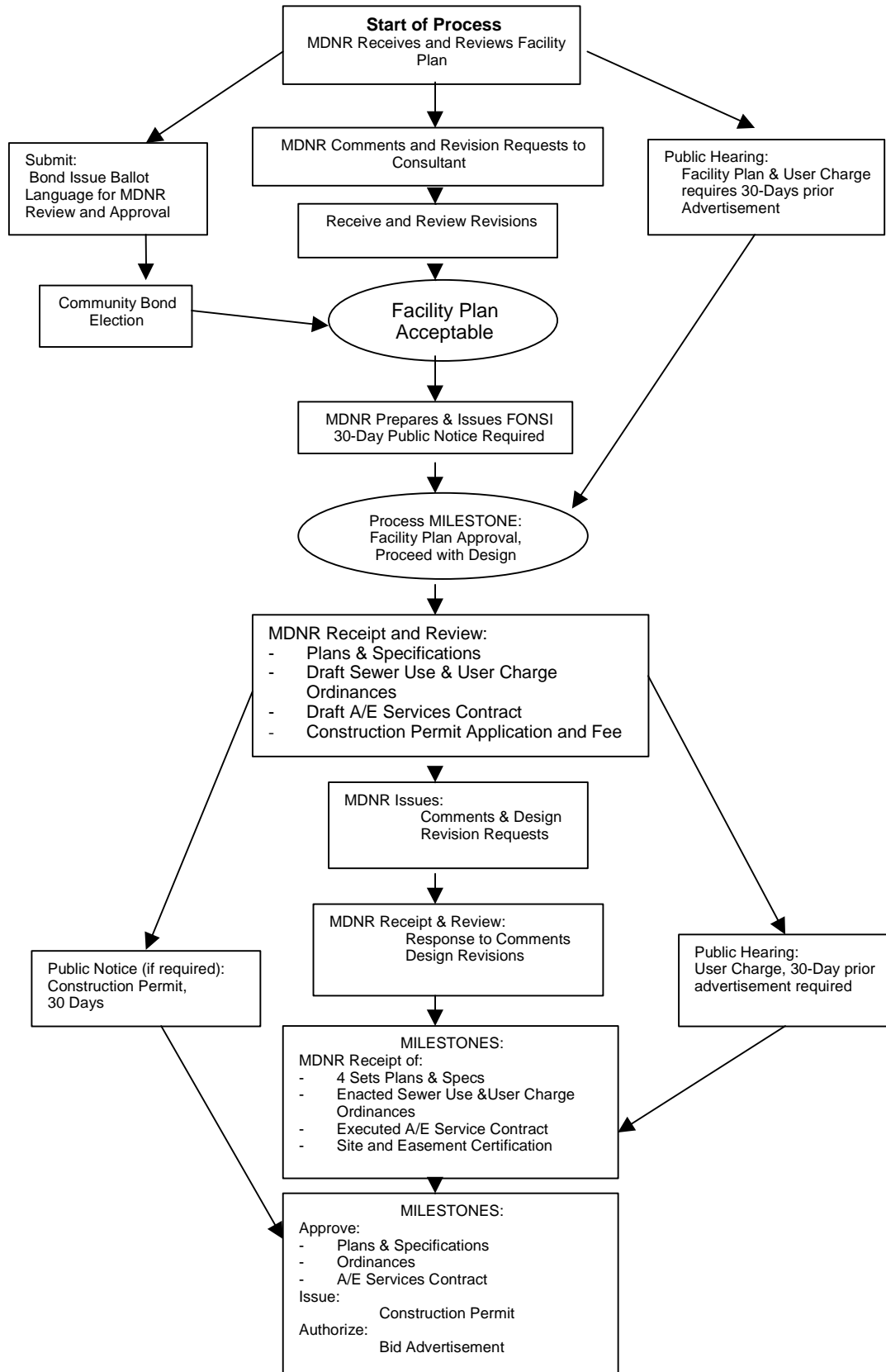
(includes 50% interest subsidy)

"AAA" Bond Rating (Fitch)

"Aaa" Bond Rating (Moody)

STATE REVOLVING FUND FLOW CHART

Flow Chart for the State Revolving Fund



APPLICATIONS AND GUIDANCE DOCUMENTS

MISSOURI WATER AND WASTEWATER REVIEW COMMITTEE PROPOSAL SUBMISSION PROCESS

General Requirements - Applicants anticipating the use of state and/or federal funds to finance water or wastewater system improvements must complete a preliminary project proposal, consisting of the attached two-page proposal form and a preliminary engineering report. The applicant should submit one original and five copies (**total of six**) of the project proposal and preliminary engineering report to either the Missouri Department of Economic Development's Community Development Block Grant (CDBG) program or the Missouri Department of Natural Resources SRF programs.

***Please note:** The MWWRC must have six copies of all submitted documents (including maps/drawings) in order to distribute those copies to all the necessary members around the state of Missouri. If a revised engineering report is sent after the initial proposal submission, please send six copies of that document as well.

The MWWRC agencies include

Missouri Department of Economic Development
Community Development Block Grant Program
301 W. High Street, P.O. Box 118
Jefferson City, MO 65102

Missouri Department of Natural Resources
State Revolving Fund
205 Jefferson Street, P.O. Box 176
Jefferson City, MO 65102

U.S. Dept. of Agriculture, Rural Development
601 Business Loop 70 West, Parkade Center, Suite 235
Columbia, MO 65203

Review Procedure - Each project proposal will be reviewed by the MWWRC as follows

1. An original and five copies of the project proposal and preliminary engineering report are submitted to one of the MWWRC agencies.
2. The CDBG Program then distributes the project proposal to the remainder of the MWWRC members in state and local offices across Missouri.
3. The statewide MWWRC will review the project proposal within 30 to 45 days after submission. Proposals received between the first and the fifteenth of the month will be reviewed on or around the fifteenth of the following month. Proposals received between the sixteenth and the thirtieth will be reviewed on or around the thirtieth of the following month.

4. Following its review, the MWWRC will reply to the applicant by written correspondence. This correspondence shall include a summary of the MWWRC comments pertinent to the technical, operational, or financial aspect of the project proposal. Substantive comments by the MWWRC must be resolved prior to receiving a recommendation from the MWWRC. A recommendation from the MWWRC will state the appropriate agency or multiple agencies from which to seek financial assistance. However, a recommendation from the MWWRC does not assure funding from each appropriate agency. Each agency on the MWWRC will receive a copy of all correspondence stated above.
5. Each funding agency will follow its own full application process. Applicants seeking funding from multiple agencies must submit a full application to each particular agency.
6. If a full application varies significantly from the recommended project proposal, or if the facts have changed such that the feasibility of the proposed warrants further investigation, any member of the MWWRC may request that the project be reviewed again.
7. Assistance will be recommended only to the extent necessary to complete project activities over and above local efforts, and for solutions considered appropriate and feasible by the MWWRC.

PRELIMINARY ENGINEERING REPORT REQUIREMENTS

A Preliminary Engineering Report (PER) must be submitted with a preliminary Project Proposal for all water and wastewater projects in Missouri. The PER must be completed by a professional engineer registered in Missouri. The signed seal of the professional engineer must be located on the cover of the PER prior to the initiation of the project proposal review process. The level of effort required to prepare the report and the depth of analysis within should be proportional to the size and complexity of the proposed project. The PER must contain a title page that includes the project title, applicant's name, preparer's name, preparer's address, preparer's phone number, and date of submittal. A table of contents must follow the title page and must clearly list each section and corresponding page number.

The PER must follow the outline below and clearly present the required information contained within the outline. Upon review, additional information may be requested.

I. Title Page

- A. Name of project.
- B. Owner of system
- C. Preparer name, address, phone, and fax numbers
- D. Date of submittal.
- E. Project Information Summary (USDA/RD CF Guide 20)
- F. Maps, photographs, and sketches which will indicate legal and natural boundaries, major obstacles, elevations, general service area, etc.

II. Existing Facility Description (Water)

- A. Location of existing drinking water treatment plant.
- B. Drinking water treatment plant design average and peak flows.
- C. Type of treatment process (must be included for distribution projects).
- D. Individual drinking water treatment units in treatment process.
- E. Inventory of existing distribution system.
- F. Approximate miles of distribution lines, number of pump stations, and storage facilities.
- G. Origin of funding for original facility, including existing debt.
- H. History and condition of facilities.
- I. Financial status of operating central facilities – rate schedules, annual Operations and Maintenance (O&M), status of current debts and reserve accounts, and tabulation of users by monthly usage categories.

(Wastewater)

- A. Location of existing wastewater treatment plant.
- B. Wastewater treatment plant design average and peak flows.
- C. Current NPDES permit.
- D. Wastewater treatment plant design BOD and TSS loadings (include other loadings if applicable).
- E. Type of treatment process (must be included for sewer collection projects).

- F. Individual wastewater treatment units in treatment process.
- G. Inventory of existing sewer system.
- H. Approximate miles of gravity sewers and force mains, number of pump stations and related pump. station capacities (A sewer system inventory is not required if rehabilitation or construction of sewers is not included in the proposed project).
- I. Inflow and infiltration study (I/I).
 - 1. Specify whether the collection system has been analyzed for I/I and indicate whether I/I is excessive.
 - 2. I/I study data and information is not required.
- J. Origin of funding for existing facility. Include existing debt.
- K. History and condition of facilities. Include methodology and delinquency rate.
- L. Financial status of operating central facilities – rate schedules, annual O&M, status of current debts and reserve accounts, and tabulation of users by monthly usage categories.

III. Description of Need

- A. Present the need for new construction, expansion, or upgrade of existing facilities. Include health and safety concerns and O&M concerns (example: water loss, management, and other problems.)
- B. Status and future needs of other utilities.

IV. Projected Population And Flows (Water)

- A. List existing and projected population for twenty years.
- B. Estimate the population equivalent to be served by the proposed project.
- C. Present water consumption and the projected average daily demands, including fire flow demand.
- D. Present and/or estimated source water supply and yield.
- E. Present source water protection issues and sources of possible contamination.

(Wastewater)

- A. List existing and projected population for twenty year design life of project.
- B. Estimate the population equivalent to be served by the proposed project.
- C. List existing and projected average and peak flows for twenty-year design life of project.
- D. List existing and projected BOD and TSS loadings for twenty-year design life of project (additional loadings must be listed if applicable).

V. Alternatives Considered (Minimum Of Three)

- A. Describe each alternative. (Include design parameters used, schematic layout map, land requirements, construction problems, etc.)
- B. Indicate construction and average annual operation and maintenance cost for each alternative.
- C. Always consider regionalization.

**VI. Recommended Alternative For Proposed Project
(Water)**

- A. Location of proposed project.
- B. Summarize and establish the adequacy of proposed processes and unit parameters for the treatment of the specific water under consideration.
- C. Specify lengths and diameter of distribution system.
- D. Specify capacity of storage facilities.

(Wastewater)

- A. Location of proposed project.
- B. Specify wastewater treatment plant design average and peak flows .
- C. Specify wastewater treatment plant design BOD and TSS loadings.
- D. Specify individual wastewater treatment units to be upgraded or added.
- E. List anticipated effluent requirements.
- F. Specify lengths and diameter of gravity sewers or force mains to be constructed or rehabilitated.
- G. Specify average and peak hourly flow requirements for new sewage pump stations or existing pump stations that are to be up graded.

VII. Reason For Selection Of The Recommended Alternative

VIII. Total Project Cost And Anticipated Annual Operation & Maintenance Cost Of Proposed Project

IX. Project Financing

- A. Explain how the applicant will administrate the project.
- B. Explain how construction cost and additional operation and maintenance, including replacement, cost will be covered.
- C. Include present and projected user charge rates.
- E. Present existing and proposed project budget for applicant. Include O&M costs, captial improvement costs, debt repayment and status of reserve accounts.

X. Environmental Review

- A. Describe impacts that the proposed project may have on the environment.
- B. Indicate which agencies will be contacted for environmental clearances and provide any anticipated requests from these agencies.
- C. Specify anticipated changes to water quality that may result from the proposed project
- F. Describe the environment without the proposed project.
- G. Maps, photographs, studies and narratives. These materials should provide information on the location and significance of important land resources (farmland, rangeline, forestland, wetlands and 100/500 year floodplains, including stream crossings), historic sites, endangered species/critical habitats, etc., that must be considered in project planning.

XI. Conclusion

- A. When does the applicant anticipate receiving funding and why.
- B. Present need for project.
- C. Any additional information or recommendation.

PROJECT INFORMATION SUMMARY

Project Name: _____

The following information is necessary to complete the evaluation of your project.
Complete all sections applicable.

- I. Population:
Present Estimate _____ 1990/2000 Census Population _____ / _____
Population – (increasing) (decreasing) (stable) – _____ percent per year
- II. Utility Customers
(Show water customers for past five years. If not available, may use gas or electric customers. Circle the one used.)
Present number: _____ 199__: _____ 199__: _____
20__: _____ 20__: _____
- III. Assessed Valuation
- | | 199__ | 20__ | 20__ |
|-----------------------|-------|-------|-------|
| Real Estate | _____ | _____ | _____ |
| Personal Property | _____ | _____ | _____ |
| Merchants & Mfg. | _____ | _____ | _____ |
| Railroads & Utilities | _____ | _____ | _____ |
| Total | _____ | _____ | _____ |
- IV. Employment Opportunities
- | | Number | # of Employees |
|-----------------------------|--------|----------------|
| Industries | _____ | _____ |
| Commercial Businesses | _____ | _____ |
| Other – i.e. Postal Service | _____ | _____ |
- Discussion stability of employment:

V. Business Services Available in Community:

Bank ()	Grade School ()	High School ()	Post Office ()
Grocery Store ()	Gas Station ()	Doctor Office or Clinic ()	
Church ()	Restaurant ()	Feed Store ()	Grain Elevator ()
Other ()			

VI. Utility Services Available:

() Electric – Owner: _____

() Water – Owner: _____

() Natural Gas – Owner: _____

() Phone – Owner: _____

Streets: () Paved () Seal Coat () Gravel () Other

VII. Financial Information Needed:

Principal amount of outstanding General Obligation Bonds: \$_____

Attach the maturity schedule for these bonds. What is the present tax rate to retire these bonds? _____

Attach a copy of the bond transcript for any outstanding water and/or sewer revenue bonds.

Enclose a copy of your billing book that shows the present water and/or sewer rate schedules.

The total gallons of water sold for the year of _____ is _____ gallons.
Break down the water sold as bulk water, outside the system, into the following categories:

Water District:	_____	Gallons Per Year
Tank Sales to Farmers:	_____	Gallons Per Year
Other:	_____	Gallons Per Year

MISSOURI WATER AND WASTEWATER PROJECT PROPOSAL

Please note: Proposal Form must be completed in full to be considered by committee.

1. Identification Information (City, County, Water District, Sewer District): (List others, if joint application.)

- a) Name: _____
- b) Mailing Address: _____
- c) City, State, & Zip: _____
- d) Chief Official: _____ Title: _____
- e) Contact Person: _____ Title: _____
- f) Telephone Number: _____ Fed. Tax ID #: _____

2. Proposal Preparer (if different than contact person stated above):

- a) Name: _____ Title: _____
- b) Name of Agency: _____
- c) Mailing Address: _____
- d) City, State, & Zip: _____
- e) Telephone Number: _____

3. Other Information (for reporting purposes):

- a) Population of project service area or district/jurisdiction (use 2000 census if available): _____
- b) Median Household Income (use 2000 census if available; if district, use county income): _____
- c) State Representative District No.: _____ d) State Senator District No: _____

4. Funding Programs Considered (Please check all that apply and fill in dollar amounts):

- | | |
|---|--|
| <input type="checkbox"/> DNR – Clean Water SRF: \$ _____ | <input type="checkbox"/> USDA – Rural Dev. Loan: \$ _____ |
| <input type="checkbox"/> DNR – Drinking Water SRF: \$ _____ | <input type="checkbox"/> USDA – Rural Dev. Grant: \$ _____ |
| <input type="checkbox"/> DNR – Rural Water Grant: \$ _____ | <input type="checkbox"/> DED – CDBG Grant: \$ _____ |
| <input type="checkbox"/> DNR – Rural Sewer Grant: \$ _____ | <input type="checkbox"/> Other: (please explain) \$ _____ |
| <input type="checkbox"/> DNR – 40% Grant: \$ _____ | |

5. Bond Issues

- a) Has a bond issue for this project been passed? ☐ Yes ☐ No If yes, what is the amount? \$ _____
- b) What type of bond issue was passed? ☐ Revenue bond ☐ General Obligation bond
- c) Please submit copy of ballot language with this proposal form, if bond has been passed.
- d) Is there an intention to pass a bond? ☐ Yes ☐ No If so, when will it be on the ballot? _____
- e) Has a lending agency been consulted? ☐ Yes ☐ No f) Are there existing bonds? ☐ Yes ☐ No
- g) What is the debt service on existing bonds? _____

6. Completely describe project need, impact, and proposed actions to address need (attach page, if necessary):

MISSOURI WATER AND WASTEWATER PROJECT PROPOSAL

7. Project Type:

☐

Water

☐

Wastewater

8. User Charge Information (must complete for both systems):

Do you have separate water and wastewater accounts?

☐

Yes

☐

No

Is your water system metered?

WATER

☐

Yes

☐

No

WASTEWATER

N/A

Total annual metered water use:

N/A

Number of residential users (hookups):

Number of non-residential users (hookups):

Current monthly residential charge for 5,000 gallons used:

Proposed monthly residential charge for 5,000 gallons used:

Month and year of last rate increase:

Gross revenues for last fiscal year:

Gross expenses for last fiscal year:

9. Proposed Project Cost Estimate (must correspond with attached preliminary engineering report):

Activity	Estimated Cost
a. Construction (Date of cost estimate:_____)	
b. Engineering Fees	
c. Construction Inspection (if separate from eng. fees)	
d. Property Acquisition (site, right-of-way, appraisals, etc.)	
e. Legal and Bonding	
f. Other Professional Services	
g. Other (specify): _____	
h. Contingencies (5% of construction cost)	
i. TOTAL PROJECT COST	

10. Describe evidence that project area or beneficiaries will meet the income requirements of RD or CDBG programs:

11. Certification:

The undersigned official of the applicant certifies that the information contained herein and the attached documents are true, correct, and complete to the best of my knowledge and belief. The applicant further understands that this project proposal is a preliminary request and is not a substitute for a full application to any agency, nor does it assure funding from any agency.

Name and title of Chief Official: _____

Signature of Chief Official: _____ Date: _____

**MISSOURI DEPARTMENT OF NATURAL RESOURCES
APPLICATION FOR ASSISTANCE
STATE REVOLVING FUND PROGRAM**

[illegible]

DESCRIPTION OF PROBLEM TO BE ADDRESSED BY PROJECT INCLUDING:

- Estimated volume of sewage bypassed: _____ million gallons/day
- Frequency of bypass events: _____ per year
- Description of known downstream water quality problems, health effects and land use concerns:

- Downstream water body effected: _____ lake _____ stream _____

- Number or percentage of failed septic tanks: _____ Number _____ % of total

- Description of conditions resulting from failed septic tanks:

OTHER INFORMATION REGARDING PROBLEMS ADDRESSED:

NOTE: A map showing facilities to be eliminated, location of bypassing, lift stations, relief sewers and boundaries of unsewered areas must be included.

ESTIMATED COST:

ELIGIBLE

NON-ELIGIBLE

TOTAL

COST BREAKDOWN FOR DESIGNATED CATEGORIES

Development and Administration

Land & Easements

*Engineering Planning and Design

*Engineering During Construction

*Resident Inspection

*Construction

*Equipment

**Other Costs (specify)

TOTAL PROJECT COSTS

I. Secondary Treatment _____

II. Advanced Treatment _____

IIIA. Inflow/Infiltration Correction _____

IIIB. Sewer Rehab _____

IVA. Collection Sewers _____

IVB. Interceptor Sewers _____

V. Combined Sewer Overflow Correction _____

TOTAL CONSTRUCTION COSTS _____

* **Generally these costs are eligible.**

** **SRF Loan closing costs (about 3%) are eligible.**

PROPOSED FINANCING:

SRF LOAN AND/OR 40% GRANT: \$ _____

APPLICANT CONTRIBUTION: \$ _____

OTHER GRANTS AND LOANS: \$ _____

(Specify) \$ _____

\$ _____

TOTAL: \$ _____

Anticipated date for bond election: _____

Debt Instrument: _____

General Obligation Bonds: _____

Revenue Bonds: _____

*Other: _____

*Not SRF Loan Eligible

To the best of my knowledge and belief, the data in this application are true and correct, and its submission has been duly authorized by the governing body of the applicant.

SIGNATURE: _____ NAME AND TITLE: _____

(Please print or type)

DATE: _____